

INFORMATION REQUIRED WHEN APPLYING FOR A CERTIFICATE OF APPROPRIATENESS (COA)

A COA is not required for maintenance and repair of existing items using the same material (repairing existing wood trim with new wood trim to match).

A COA is required for any exterior changes made to a property located in one of the city's six historic preservation overlay zones.

These areas include:

Ohio-Riverside

Licking-Riverside

Downtown Commercial

Seminary Square

Mutter Gottes

West Side/ Main Strasse.

Maps showing the exact boundaries of these historic preservation overlay zones and specific historic buildings are included in the "Historic Covington Design Guidelines." This information may be obtained by contacting the City's Historic Preservation Specialist by phone at 859-292-2171 or 638 Madison Ave., Covington, KY. 41011 or via e-mail at katecar@city-of-covington.com.

COA Applications may be obtained from the City of Covington, Historic Preservation Specialist, located at 638 Madison Ave., 2nd floor of City Hall, Covington, KY. 41011, or by logging on to the city's website at www.covingtonky.com. All applications must be completed by the applicant or his/her representative and submitted to the HPS at least 10 business days before the next scheduled Urban Design Review Board (UDRB) meeting.

A complete application must contain the following information:

- **Paint:**
COA Required: Paint chips or a color brochure showing paint colors to be used is required
NO COA Required: if re-painting in the same colors
- **Fencing:**
COA: A site plan showing the location of the fence on site, height, type of fence, and materials to be used
- **New Additions:**
UDRB Review Required: These improvements automatically go before the Urban Design Review Board. Complete elevation drawings must be submitted for new construction and must show all elevations.
- **Demolitions:**
UDRB Review Required: The applicant must state which of the 4 conditions for demolition are being met (please see the Historic Covington Design Guidelines for these) and a structural engineering report may be required to substantiate the condition of the building .

- **Decks/Exterior Stairways:**
COA: A site plan showing the location of the deck/stairs in relation to the property, and materials to be used is required
- **Doors:**
COA: New doors require a photo or drawing showing what the door will look like.
- **Windows:**
UDRB Review Required: New windows require a photo or brochure showing the type and style to be installed. Unless wood windows are used, these projects are referred to the UDRB. Applicants may be required to produce a physical sample of the window.
- **Parking Lots:**
UDRB Review Required: New parking lots require UDRB approval, as they are considered new construction.
- **Parking pads:**
COA: Rear of property; site plan and materials required *UDRB Review Required:* Front of property or a new driveway will require UDRB approval; a drawing showing the location on the site, materials to be used, and size of the parking area is required for both.
- **Signage:**
COA: A drawing from the manufacturer showing the type of mounting, colors, font, illumination, and location of the sign is required
- **Awnings:**
COA: Requires a drawing from the manufacturer showing the type of awning, materials, color, lettering, verbiage, and mounting
- **Roofing:**
No COA: For in-kind replacement (grey shingle to grey shingle)
COA: Changing the color, style, or type of materials (i.e., slate to shingle), does require a COA. Samples of the new material must be submitted.
- **Siding:**
COA: New siding may be approved by staff for less visible sides or the rear of the building. Siding should match the type and style of the existing and should have a smooth finish; Dutch lap siding is not permitted.
UDRB Review Required: Applications for siding the front of the house or highly visible side elevations require Board review. A brochure or physical sample of the siding proposed for installation will be required..
- **Porches:**
No COA: Repair of a porch using the same type of materials and following the existing design.
COA: Changes to a historic porch require plans showing the proposed changes (such as posts, railing and spindle design) and materials to be used.

This is not an exhaustive list and it may not include all items - please note that ***any exterior changes or modifications require a COA*** before the work may be done. If you are unsure if the work requires a COA, please check with the historic preservation specialist prior to commencement of said work.